



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.2.7	Subject: INVENTORIES AND PUBLIC RECORDS MANAGEMENT
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 2: Fiscal Management	Effective Date: May 1, 1996
Signature: /s/ Loraine Wodnik, Deputy Director	Revised: 11/01/2016

I. POLICY

The Department of Corrections will conduct inventories, manage capital assets and maintain public records as required by Montana Statutes, Administrative Rules of Montana, and Montana Operations Manual.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. DEFINITIONS

Capital Assets – Assets of a relatively permanent nature with a useful life of more than one year whose identity does not change with use.

Public Information – Information prepared, owned, used, or retained by any public agency relating to the transaction of official business, regardless of form, except for confidential information that must be protected against public disclosure under applicable law.

Public Record – Public information that is fixed in any medium and is retrievable in usable form for future reference and designated for retention by the state records committee, judicial branch, legislative branch, or local government records committee.

IV. DEPARTMENT DIRECTIVES

A. Inventories

1. The Department will conduct inventories and manage capital assets in accordance with *Montana Operations Manual Policy 335 Capital Assets*.
2. The Business Management Services Division Administrator is the Department's property coordinator.

B. Records Management

1. The Department will maintain public records in accordance with *Title 2, Chapter 6, MCA*.
2. The Business Management Services Division Administrator is the Department's appointed public records manager and is responsible for the functions provided for in *2-6-1103, MCA*.
3. The public records manager will coordinate with other division administrators to ensure efficient and effective management of public records and public information.

V. CLOSING

Questions concerning this policy should be directed to the Business Management Services Division Administrator.

VI. REFERENCES

- A. *Title 2, Chapter 6; Montana Code Annotated*
- B. *Montana Operations Manual Policy 335 Capital Assets*

VII. ATTACHMENTS

None